



*Fáilte Ireland (The National Tourism Development Authority) is the State organisation responsible for promoting and supporting the development of tourism as a key driver of economic growth in Ireland. It provides strategic leadership and a range of practical business solutions to foster competitive tourism enterprise, encourage innovation and support policy formulation to help position and sustain Ireland as an attractive and compelling visitor destination.*

## **Product Development, Attractions - Administrative Assistant**

**Level 7**

**Permanent, Full Time**

Fáilte Ireland invites applications for the position of Product Development (Attractions) Assistant. The role will report to the Product Development Manager and be based at Fáilte Ireland offices in either Dublin or Limerick.

Please return your completed application form by email **only** to [recruitment@failteireland.ie](mailto:recruitment@failteireland.ie)

**Closing Date: Wednesday, 17<sup>th</sup> April 2019 at 12 noon (G.M.T)**

Fáilte Ireland is an equal opportunities employer.

<b>Job title: Administrative Assistant</b>	<b>Job Ref: FI-028AAS</b>
<b>Location: Dublin or Limerick</b>	<b>Business Unit: Product Development (Attractions)</b>
<b>Salary: €33,519 - €51,337*</b>	<b>Reporting to: Manager Product Development, Attractions</b>

### Job Purpose

To support the implementation of Fáilte Ireland's Tourism Investment Strategy through administration and office management support for the Attractions team.

### Key Responsibilities

#### Strategic

Support to Attractions team in these areas:

- Implementation of Tourism Investment Strategy 2016-2022 and communication of this, including goals and details to a range of internal and external stakeholders.
- Liaise closely with the key experience brand teams within Fáilte Ireland (Wild Atlantic Way, Ireland's Ancient East, Dublin, Ireland's Hidden Heartlands) in the identification of opportunities for innovation and funding priorities.
- Liaise with industry and strategic partners (e.g. Department of Arts, Heritage and the Gaeltacht, the Office of Public Works, the National Parks and Wildlife Service, Coillte, Waterways Ireland, etc.) to co-ordinate priorities for tourism innovation and funding.
- Assist in the close supervision and monthly reviews of progress as capital projects progress.

#### Operational

- Assist with the administration of a range of capital grant schemes and other funding initiatives and a range of strategic partnerships with State Agencies and state Bodies.
- Maintain capital grant databases and project management systems, including Customer Resource Management system.
- Manage and maintain the capital grant mailbox and manage communications between grant applicants and the Attractions team.
- Monitor the level of new application enquiries and new applications to the various capital grant schemes available.
- Deal with queries from potential grant applicants in relation to the capital funding supports available, and co-ordinate and arrange meetings with them and with grant recipients.
- Respond to information requests from the Irish tourist industry, their representative bodies, and the public and government departments.
- Assist in the process of monitoring monthly and annual Capital Budget Targets. Liaise with Finance Grant payments unit in Coordination of monthly capital accruals with Grantees and prepare necessary monthly reports.
- Support the preparation & issuing of Grant Agreements and other investment related documentation and reports
- Assist with Attractions team with documentation for meetings of the Management Advisory Committee (MAC), Authority meetings and its Investment Committee.
- Provide logistics support for meetings by setting up venue, organising room layout, booking accommodation, dealing with the invitees.
- Record, produce and distribute minutes of meetings and follow up on any actions that arise.
- Manage the relevant budget and raise purchase orders as required.
- Assist in the maintenance of all required documentation for internal and external audits.

- Contribute to monthly review meetings and team meetings.

Carry out all other duties as required.

*\*The successful candidate will commence on the 1<sup>st</sup> point of the salary scale in line with current Government policy.*

## **Person Specification**

### **Experience**

The successful candidate will have a minimum of three years' experience in an administrative support role. Previous grant administration experience would be an advantage.

### **Essential Criteria**

The successful candidate must possess and through their application show evidence of:

- Three years' experience in administrative support role
- Strong office management and administration skills
- Strong working knowledge of Microsoft Office packages particularly Word, Excel and PowerPoint
- Ability to communicate effectively both orally and in writing
- Effective and efficient organisation and planning skills and the ability to prioritise work and meet deadlines

- **Qualifications**

Professional qualifications in one of the following: Business, I.T. (especially database maintenance & management, particularly Microsoft Excel, Word and PowerPoint), Grant Administration, Project Management.

### **Desirable:**

Previous grant administration experience would be an advantage

### **Key Competencies**

- Planning and Organising
- Relationship Management
- Business Communication (written and verbal) skills
- Teamwork

*A panel may be created for this role for a period of 12 months*